



Department of Development Services – West Region  
JOB OPPORTUNITY  
CUSTODIANS  
SOUTHBURY TRAINING SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Job Title:** Custodian (Two Positions)

**Job Posting No:** 016278 and 016386

**Location:** Southbury Training School

**Hours:** Monday – Friday 7:15am.-3:15pm; RDO's Saturday & Sunday.

**Salary:** \$1,296.40 - \$1,620.00/bi-weekly (New Hires to State start at \$1,296.40)

**Closing Date:** November 10, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

**Examples of Duties:** Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required

**Knowledge, Skills and Abilities:** Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

**Experience and Training:**

**General Experience:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Special Requirement:** Incumbents in this class will be required to possess appropriate current licenses and permits.

**Physical Requirement:** Incumbent must be able to work in extreme weather conditions (heat – winter weather). Must be able to work with chemicals and cleaning supplies, lifting and moving furniture

**Working Conditions:** Incumbents in this class will be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or assaultive and/or abusive patients or clients

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete applications materials will not be considered**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**PLEASE SUBMIT APPLICATION FOR EACH POSITION WITH CORRESPONDING PC#**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.